

CONNECTICUT STATE DEPARTMENT OF EDUCATION  
DIVISION OF EDUCATIONAL PROGRAMS AND SERVICES  
BUREAU OF ADULT EDUCATION AND NUTRITION PROGRAMS  
25 INDUSTRIAL PARK ROAD  
MIDDLETOWN, CONNECTICUT 06457-1543

OPERATIONAL MEMORANDUM

TO: Child and Adult Care Food Program (CACFP)  
Adult Day Center Sponsors

FROM: Maureen B. Staggenborg, Acting Bureau Chief  
Bureau of Adult Education and Nutrition Programs

DATE: June 18, 2003

SUBJECT: **Operational Memorandum #08A-03 CACFP Updates:**

1. **Revised Management Plan 2003-2004**
2. **Public Release 2003-2004**
3. **Income Eligibility Application 2003-2004**
4. **Household Letter 2003-2004**
5. **Income Guidelines July 1, 2003 through June 30, 2004**

**1. Management Plan** (*Revised June 9, 2003*)

The CACFP Management Plan Attachment for Day Care Centers, Emergency Shelters and After-School "At-Risk" Programs (Item #15 ED-099 Schedule A) has been revised to include the most up to date CACFP Monitoring Requirements. Please replace the Management Plan recently sent to you as part of Operational Memorandum # 06C-03, with the enclosed Management Plan, *revised June 9, 2003*.

**2. Public Release 2003-2004**

The CACFP Public Release recently sent, as part of Operational Memorandum #06C-03 was incorrect. Please issue the enclosed public release for **2003-2004** and include a copy as part of your renewal application. Institutions are required to annually issue a press release that includes their nondiscrimination policy and intention to operate the Child and Adult Care Food Program. **There is no requirement that institutions pay the media to print or broadcast this release.**

**3. Income Eligibility Application 2003-2004**

In accordance with program regulations, new income eligibility applications for the Child and Adult Care Food Program (CACFP) must be collected from households every 12 months. The enclosed original two-page application form is to be used to make copies for the program. It may be copied back to back and the original should be retained to make future readable copies.

**4. Household Letter 2003-2004**

The sample Household Letter for adult centers has an attachment with reduced price meal income guidelines for 2003 – 2004. The Letter must be distributed to households with the income eligibility application. The two- page format allows the form to be used from year to year with only the attachment updated annually. Eligibility determinations made prior to July 1, 2003 must be made using the guidelines in effect at the time the eligibility determination is made.

**5. Income Guidelines July 1, 2003 through June 30, 2004**

The guidelines effective July 1, 2003 to June 30, 2004 are enclosed. These are for use by sponsors only to determine income eligibility categories and are not to be distributed to households.

Questions regarding this memorandum may be directed to Susan Boyle at (860) 807-2074, Susan Bransfield at (860) 807-2076 or Benedict Onye at (860) 807-2080.

In the near future, many of the standard CACFP forms and Operational Memorandums will be available on the State of Connecticut Department of Education Website at <http://www.state.ct.us/sde/deps/nutrition/index.htm> (click on "Child and Adult Care Food Program"). Sponsors will be notified when the CACFP portion of the website is operational.